

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

DATA PROCESSING TECHNICIAN TRAINEE - 11443

Monthly Salary Range: \$2129 - \$2803

General duties: A Data Processing Technician Trainee, under immediate supervision, for a period of 6 to 12 months, receives formal instruction and on-the-job training in operating, monitoring and controlling the processing of information through a computerized information system. Training is given in one or more of the following areas; operation of stand alone systems, host processors, remote job entry systems, network systems, etc.; system control and monitoring, brings systems up/down, troubleshoots communication link problems for remote entry site operators; system production control procedures, preparing Job Control Language statements, scheduling/rescheduling job runs, maintaining logs and reports of job requests, etc.

Desirable training and experience: Four years of high school or equivalent training and experience.

Knowledges tested: Interpreting work procedures; Documenting work activity; Numeric reasoning.

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A
MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

Counties in which positions are established: Sangamon, Will.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER